



Health and Safety Policy

November 2023

1. HEALTH AND SAFETY STATEMENT

This policy will outlines how Law Firm Services Limited will manage its health and safety responsibilities.

2. ABOUT THIS POLICY

We will manage health and safety by:

- Controlling the health and safety risks at work.
- Involving employees on health and safety issues that affect them.
- Making sure that where employees work, and any equipment they use, is safe.
- Making sure that dangerous substances are stored and used safely.
- Making sure employees, especially new employees, have relevant information and training on health and safety.
- Making sure employees can do their jobs and are properly trained.
- Trying to stop accidents and work-related health problems.
- Regularly checking that working conditions are safe and healthy.
- Regularly reviewing this policy and making changes if necessary.

3. RESPONSIBILITY FOR HEALTH AND SAFETY

Overall and Daily responsibility for managing this policy is given to Mark Hemmings, Operations Director and the following people have responsibilities for health and safety:-

Name:	Responsibility:
Gareth Jones	1) Emergency Evacuation – in case of fire or other emergency, your premises may need to be evacuated. A fire risk assessment should be undertaken and someone should implement emergency procedures, preferably suitably trained. Who will undertake this?
Gareth Jones	2) H&S induction – all new staff members will receive training and information about applying this policy. Who will undertake this?
Mark Hemmings	3) H&S risk assessment – will need to be recorded and whoever undertakes them, should ideally be trained. Who will carry out the risk assessments?
Gareth Jones and Nicholas Aikin	4) First Aider – as a minimum, organisations must have a suitably stocked first-aid box, information for staff about the first-aid arrangements and an appointed person to take charge of these arrangements. Who is your first-aider?

Mark Hemmings	5) Accident recording, investigating and reporting – If your organisation has more than 10 employees, you must keep an accident book by law. Keeping records will help identify patterns of accidents and injuries. Who will record accidents?
---------------	---

4. CONTROLLING THE HEALTH AND SAFETY RISKS AT WORK

- Mark Hemmings will carry out health and safety risk assessments. The results of the risk assessment will be given to the Board and will be included with this policy and The Board will agree any action needed to manage the risks that have been found.
- Mark Hemmings will carry out the agreed action points and the Board will check that the actions taken have reduced the risks.
- Assessments will be carried out every 2 years or when there is a change to the way we work.

5. RISK ASSESSMENT

What are the hazards?	Who might be harmed, and how?	What are you already doing?	List actions to be taken by who and by what date

6. EMPLOYEES

- The employee health and safety representative is Nicholas Aikin
- Employees will be involved in health and safety through Staff Meetings
- Any decisions made at Board meetings concerning health and safety will always be recorded and made available to staff.

7. THE WORKPLACE AND EQUIPMENT ARE SAFE

- Mark Hemmings will be responsible for making sure that there is a maintenance procedure for the workplace and any equipment being used.
- Gareth Jones will be responsible for checking to see if any equipment being used for work, or parts of the workplace, need maintenance.
- Mark Hemmings and/or Gareth Jones will be responsible for making sure that all the necessary maintenance is don and any problems with work equipment or the workplace should be reported to these individuals.
- Before buying any equipment or changing where people work, Gareth Jones, will check that health and safety standards are met.

8. HEALTH AND SAFETY INFORMATION AND SUPPORT

- The Health and Safety Law poster is displayed in the Kitchen
- The current employers' liability insurance certificate is displayed inside the entrance
- Health and safety advice is available from the Management Team
- People using any equipment for the first time will be supervised by Gareth Jones.
- Mark Hemmings is responsible for making sure that employees working away from the workplace are given relevant health and safety information.

9. TRAINING AND INDUCTION

- General health and safety induction training will be provided for all employees by a member of the Management Team.
- Training and induction records are kept by Mark Hemmings
- Any training that is needed will be arranged by Mark Hemmings.

10. ACCIDENTS AND WORK RELATED HEALTH PROBLEMS

- The first aid box is kept in the meeting room cupboard
- The appointed person/first aider is Gareth Jones.
- All accidents and work-related health problems should be recorded in the accident book by Gareth Jones.
- Mark Hemmings is responsible for reporting accidents and diseases to the Health and Safety Executive.

11. CHECKING WORK CONDITIONS ARE SAFE AND HEALTHY

- To make sure that we are working safely and that this health and safety policy is being followed we will carry out inspections, investigate accidents, collect reports, meet with staff as necessary.
- Mark Hemmings is responsible for investigating accidents at work and also for investigating work-related causes of absence such as wrist/arm pain, stress and the Board are responsible for acting on the results of the investigation to stop the same problem happening again.

12. FIRE AND EVACUATION

- Mark Hemmings is responsible for making sure that the fire risk assessment is done and any action points are carried out.
- Fire extinguishers are maintained and checked by Northampton Fire every year
- Alarms are tested by the Landlord (Penkenna) every month
- Emergency evacuation will be tested every year by the Landlord

- The evacuation procedure is:

If the alarm sounds

- Evacuate the building immediately by the nearest exit
- Ensure any visitors leave the building
- Do not put yourself at risk
- Assemble in front of the building on Christchurch Road
- Do not re-enter the building for any reason until the Fire Officer/Brigade confirm that it is safe to do so.

If you discover a fire

- Raise the alarm by operating the break glass switch at the nearest fire alarm call point. These are in front entrance and the inside lobby.
- Evacuate the building immediately as above.

END